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Civil Engineering

**HAZARDOUS MATERIAL MANAGEMENT
PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements Air Force Policy Directive 32-70, Environmental Quality, by providing hazardous material management program guidance for all Hill Air Force Base and tenant organizations, the Utah Test and Training Range, and the Little Mountain Test Annex. Each organization will establish procedures to achieve the goals of this instruction. Terms and Definitions are found in Attachment 1.

1. POLICY : Hazardous material will be managed to comply with all applicable federal, state, and Air Force regulations. All hazardous material received, transferred, or issued will be recorded in the base hazardous material tracking system. All hazardous material purchases will be processed through the Hazardous Material Cell. Hazardous material will only be utilized by individuals having the required training, proper personal protective equipment, and required medical surveillance.

2. GENERAL APPROACH.

2.1. Pharmacy Concept: The pharmacy concept is a generic term applied to the approach taken to control, track, and minimize the use of hazardous materials. There are three elements which form the basis of the concept. First, the proper quantity and type of hazardous material must be purchased. Second, the correct amount of hazardous material must be provided to the user. Third, all hazardous material transactions must be tracked and recorded.

2.2. Goals:

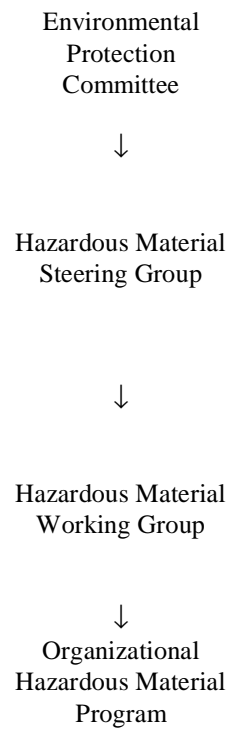
- Eliminate or reduce hazardous material usage
 - Focus on currently targeted hazardous material
 - Identify substitute materials and/or processes
 - Obtain hazardous materials in smallest quantity required

- Utilize all hazardous material requisitioned
- Focus on pollution prevention and worker safety
 - Screen all new hazardous material requests
 - Apply appropriate restrictions for occupational health and targeted hazardous material
 - Identify the top users of all targeted hazardous material. Through working groups, organizational environmental reps, and pollution prevention project managers, provide alternatives to current processes.
- Provide complete accountability of all hazardous materials
 - Continue to develop and enhance an integrated hazardous material, hazardous waste, and occupational health tracking system and database.
 - All hazardous material transactions must be recorded in the tracking system
 - Meet all applicable reporting requirements
- Hazardous Material Compliance
 - Ensure hazardous material is properly
 - controlled, tracked, marked, and labeled
 - Ensure hazardous material is properly segregated and stored
 - Ensure hazardous material is properly transported
 - Provide all Emergency Planning and Community Right-to-Know Act Reporting
 - Ensure proper disposal of hazardous materials

3. RESPONSIBILITIES:

3.1. Environmental Protection Committee. The Environmental Protection Committee (EPC) is the final approval authority for the hazardous material management program. The Environmental Protection Committee is briefed quarterly on the hazardous material program status. Figure 1 shows the overall structure of the hazardous material management program.

Figure 1. Environmental Protection Committee.



3.2. Hazardous Material Steering Group:

3.2.1. The Hazardous Material Steering Group will establish appropriate policies/procedures for a successful Hill AFB hazardous material management program; resolve management actions; and prioritize projects identified for continuing program improvement. The Hazardous Material Steering Group will meet at least monthly.

3.2.2. Members of the Hazardous Material Steering Group include: the Chief of Pollution Prevention (Chair); the Executive Bioenvironmental Engineer (Vice-Chair); the Hazardous Material Management Program Manager; assigned representatives from each organization participating in the Hazardous Material Cell; and the Hazardous Material Manager from each directorate, base, or tenant organization who is a user of hazardous material on Hill AFB. Each organizational representative shall be designated in a letter of appointment from the director or commander and shall have authority to act in behalf of the organization on hazardous material management issues. The Hazardous Material Steering Group may request participation by other organizations and agencies on Hill AFB, as appropriate, for managing the Hill AFB Hazardous Material Management Program.

3.2.3. The Hazardous Material Steering Group will:

- 3.2.3.1. Develop policy for the Hazardous Material Management Program.
- 3.2.3.2. Review and establish priorities for program initiatives.
- 3.2.3.3. Ensure hazardous material management goals and objectives are being met.
- 3.2.3.4. As appropriate, elevate recommendations and required actions to the EPC.

3.3. Hazardous Material Working Group will:

- Serve as a forum for dissemination of hazardous material management information.
- Provide hazardous material management program feedback to the Hazardous Material Steering Group.
- Meet at least monthly.

3.3.1. Each organization will designate a representative. Attendance by all organizations handling or using hazardous material on Hill AFB is mandatory. Besides organizational representatives, the following are also members: the Hazardous Material Program Manager; the Hazardous Material Cell industrial hygienist; the Hazardous Material Specialist for the Fire Department (Technical Services and Training Flight (75 CEG/CEFT)); a representative from the Safety Office (OO-ALC/SE); the tracking system program manager and system administrator; the appointed Supply Division (75 ABW/LGS) representative for the hazardous material distribution points; a Defense Logistic Agency representative; and the Base Material Substitution Program Manager. All personnel associated with hazardous materials are invited to attend this open forum.

3.3.2. The Pollution Prevention Division (OO-ALC/EMP) will provide meeting minutes and track taskings to completion.

3.4. Hazardous Material Program Manager. Under the direction of the Hazardous Material Steering Group, a Hill AFB Hazardous Material Program Manager will be assigned.

3.4.1. Hazardous Material Program Manager will:

- 3.4.1.1. Maintain up-to-date knowledge of existing and proposed regulatory requirements

concerning the storage, distribution, use, and disposal of hazardous material (HazMat).

3.4.1.2. Coordinate the efforts of project managers assigned by the HazMat Steering Group to focus resources, avoid redundancy, and maximize synergy among the base HazMat Team (the Hazardous Materials Working Group).

3.4.1.3. Establish metrics for review and approval by the Steering Group to measure and continuously improve program execution.

3.4.1.4. Provide technical guidance to team members of the base Hazardous Materials Working Group.

3.4.1.5. Track milestones established by the HazMat Steering Group and the HazMat Team to manage program improvements.

3.4.1.6. Track the AFMC "Essential Elements for a Hazardous Material Management Program (HMMP)" to ensure conformance.

3.4.1.7. Assess compliance with the Hill AFB HMMP Policy Letters published and maintained by the HazMat Steering Group.

3.4.1.8. Provide technical assistance to organizations (on-base and off-base) in preparation of their HMMP.

3.4.1.9. Point of Contact (focal point) between Hill AFB and the JLSC with respect to the DM-HMMS database.

3.4.1.10. Establish data collection objectives with respect to "Process Information" for hazardous materials having specific health/environmental concerns.

3.4.1.11. Ensure that required technical reviews are performed to restrict, authorize, and establish less hazardous materials for use by Potential Exposure Groups (PEG) and in processes.

3.4.1.12. Coordinate reporting requirements with HazMat Team members to ensure compliance with regulatory directives.

3.4.1.13. Coordinate with HazMat Team members to identify and establish necessary training requirements.

3.4.1.14. Participate in internal and external ECAMP activities regarding HazMats.

3.4.1.15. Project manager for HQ AFMC Command Core System HazMat issues.

3.5. Base and Tenant Organizations:

3.5.1. Will comply with this instruction and implement policies and procedures developed by the Hazardous Material Steering Group.

3.5.2. Base and tenant organizations will assign a responsible Hazardous Material Manager. The Hazardous Material Manager's responsibilities includes membership on the Hazardous Material Steering and Working Groups; dissemination of information pertaining to hazardous material control and management; the implementation and management of this instruction throughout the organization; and development and implementation of appropriate written operating instructions for hazardous material control and management.

3.5.3. All base and tenant organization Hazardous Material Managers will:

3.5.3.1. Implement and manage this instruction throughout their organization.

3.5.3.2. Attend and participate at the Hazardous Material Steering Group and Hazardous Material Working Group.

3.5.3.3. Assist supervisors or input supervisor and employee data into DM-HMMS.

3.5.3.4. Inspect hazardous material storage sites owned by their organization; recommend corrective actions to attain compliance.

3.5.3.5. Be the organization point-of-contact for disseminating information and providing assistance for hazardous material training such as the Potential exposure group Specific Training, coordinating hazardous material Licenses, updating soon-to-expire hazardous material licenses, notifying Bioenvironmental Engineering (75 AMDS/SGPB) of licensed hazardous material no longer used in the potential exposure group, notifying the Hazardous Material Cell of reduced or eliminated hazardous Material requirements, and

3.5.3.6. Ensure each supervisor has and maintains a Worker Right-to-Know Guidebook for all workers assigned to a Potential exposure group; and will ensures supervisors maintain a current Potential exposure group Hazardous Material Inventory for each Worker Right-to-Know Guidebook.

3.5.3.7. Monitor hazardous material processes for compliance with Environmental Management Directorate (OO-ALC/EM) and 75 AMDS/SGPB conditions of use. Notify the process owner, OO-ALC/EM, and 75 AMDS/SGPB as appropriate, when non-compliant actions are observed. Document all discrepancies and corrective actions. Manage and resolve denials received form the hazardous material tracking system.

3.5.3.8. Assist the Directorate's/Organization's Environmental Representative with environmental management and pollution prevention initiatives.

3.5.3.9. When appropriate, base organization and tenant Hazardous Material Managers will establish and chair a Hazardous Material Management Working Group in their organization. The Hazardous Material Management Working Group resolves concerns created by hazardous material management business practices.

3.5.4. Supervisors of processes utilizing hazardous materials will ensure employees are assigned to the proper occupational health potential exposure groups and have received the required occupational health physicals and potential exposure group specific training. Supervisors gaining or losing employees will provide updates for supervisor/employee potential exposure group assignment changes to the Hazardous Material Manager for input into the tracking system.

3.6. Hazardous Material Cell will process all hazardous material requests for all organizations. Supply, Contracting, Bioenvironmental Engineering Services, and Environmental Management, will commit appropriate resources to operate the Hazardous Material Cell.

3.6.1. All hazardous material purchase requests will be reviewed by supply specialists to determine if existing stock is available. The Hazardous Material Cell will research all local purchase requests. The Hazardous Material Cell will procure the unit of issue identified on AF Form 9, Request for Purchase. Requesting organizations shall order the smallest unit to meet their needs; however, when this information is not available, the request will be annotated "Order Smallest

Unit of Issue.” The Hazardous Material Cell will then change the unit of issue to equal the total amount requested. The Hazardous Material Cell will provide excess hazardous material information to maximize redistribution and minimize disposal of hazardous material.

3.7. Hazardous Material Dispensing Facility. The Hazardous Material Dispensing Facility is operated by the Hazardous Material Cell. Organizations requiring hazardous material quantity breakdown will submit requests to the Hazardous Material Dispensing Facility. The Hazardous Material Dispensing Facility will issue only to Hazardous Material Distribution Centers and authorized users. All Hazardous Material Dispensing Facility issues will be recorded in the tracking system. The Hazardous Material Dispensing Facility will provide transportation for dispensed hazardous material to the appropriate Hazardous Material Distribution Support Centers.

3.8. Central Receiving:

3.8.1. Hazardous material brought into Central Receiving will be in-checked and inspected for a correct material safety data sheet (MSDS) and Occupational Safety and Health Administration (OSHA) compliant hazard warning label for each unique material. If the MSDS is not received or is not legible, Central Receiving will access the tracking system to determine if an MSDS for the product has previously been loaded. If required hazard communication items are missing or deficient, a report of deficiency (ROD) will be initiated.

3.8.2. Central Receiving will provide MSDSs to the Hazardous Material Cell for processing. Central Receiving will provide a label for each container and transfer to appropriate Hazardous Material Distribution Support Center. All hazardous material containers must have a hazardous material Tracking Label. Ensure tracking labels do not cover the OSHA compliant label

3.8.3. Non-Accountable Items. If an item is determined to be a hazardous material it will be transferred to the Hazardous Material Bay of Central Receiving. Central Receiving will contact the Hazardous Material Cell for assistance in further processing the hazardous material. The hazardous material can be transferred to an appropriate warehouse for holding until a stock number can be assigned to the hazardous material. Under no circumstance will the product be issued without approval from the Hazardous Material Cell.

3.9. Warehouses will:

3.9.1. Verify DD Form 1348-1, DoD Single Line Item Release/Receipt Document, delivery destination matches a valid Hazardous Material Distribution Support Center on the hazardous material roster. Contact the **Hazardous Material Cell** for a valid Hazardous Material Distribution Support Center/delivery destination if the delivery destination does not match a Hazardous Material Distribution Support Center. Issue hazardous material using the Issue Program following the instructions in the User Manual. Ensure all hazardous material containers have a Hazardous Material Tracking Label. Ensure tracking labels do not cover the OSHA compliant label

3.9.2. The Hazardous Material warehouse will develop procedures for transferring hazardous material during non-duty hours (for work stoppage priority 1, 2, and 3) which captures the data necessary to complete a transfer.

3.10. Hazardous Material Distribution Support Centers will:

3.10.1. Use the tracking system and follow the requirements of this section to transfer or issue all hazardous material. All personnel issuing hazardous material must receive user training.

3.10.2. Issue hazardous material and personnel protective equipment to authorized personnel.

3.10.3. Ensure a Hazardous Material Tracking Label has been provided for all hazardous material containers. Ensure tracking labels do not cover the OSHA compliant label. Ensure the label is attached prior to issue.

3.10.4. Ask each employee issued a hazardous material if an MSDS is requested prior to issuing. Will issue MSDSs upon request to any base or tenant employee. Will immediately contact the Hazardous Material Cell or 75 AMDS/SGPB, if the MSDS is not available through the tracking system.

3.10.5. May establish a Hazardous Waste site when approved by the Chief of Supply. A letter requesting one or more hazardous waste sites for the Hazardous Material Distribution Support Center will be provided to the Hazardous Waste Division (OO-ALC/EMH). The Hazardous Material Distribution Support Center will comply with all EMH requirements prior to operating as a Hazardous Waste Site.

3.10.6. May establish excess hazardous material return locations when approved by the Chief of Supply. These locations must provide proper storage and hazard controls and shall be coordinated through OO-ALC/SE, 75 CEG/CEFT, 75 AMDS/SGPB, and OO-ALC/EM.

3.11. Laboratories. Organizations designated as Laboratories as defined in 29 CFR 1910.1450 are regulated separately from the industrial work place. Each such laboratory will write a "Chemical Hygiene Plan." The Chemical Hygiene Plan must include the procedures which shall be used to record chemical issues into the tracking system as well as applicable elements of this instruction. The approved "Chemical Hygiene Plan" will be followed in lieu of this instruction. The Chemical Hygiene Plan shall be coordinated through 75 AMDS/SGPB.

3.12. Base Hospital. All hazardous materials (non-pharmaceutical) ordered by the base hospital will be reviewed and authorized through the Hazardous Material Cell. Hospital supply requests for hazardous materials will be processed in MedLars. The Hazardous Material Cell Industrial Hygienist will review MedLars hazardous material requisitions and provide hazard control codes. All hazardous material issues will be recorded in the tracking system.

4. REQUIREMENTS:

4.1. Hazardous Material Authorization:

4.1.1. All first-time hazardous material uses will be reviewed by the Hazardous Material Cell Industrial Hygienist for targeted chemicals and occupational health risk prior to supply and procurement functions requisitioning, purchasing, or directing the distribution of the requested hazardous material.

4.1.2. Pollution Prevention Division (OO-ALC/EMP), 75 AMDS/SGPB, and 75 CEG/CEFT will identify chemicals of concern.

4.1.3. The Hazardous Material Cell will develop and implement procedures to control their purchase and distribution.

4.1.4. 75 CEG/CEFT will be provided the opportunity for a coordination copy of the hazardous material request and MSDS for all hazardous material with constituents listed in the Emergency Planning Community Right To Know Act.

4.1.5. All targeted hazardous materials will have an acquisition limit established by the Hazardous Material Steering Group. Requirements beyond the established limit must be approved by the Hazardous Material Steering Group. A copy of all targeted hazardous material requests will be forwarded to the Base Material Substitution Program Manager for identification of acceptable alternatives.

4.2. Procurement of Hazardous Materials:

4.2.1. All hazardous material requests will be processed through the Hazardous Material Cell. The Hazardous Material Cell will require a detailed description of the hazardous material; a detailed description of the process the material will be used in; and detailed on how the requester will use, control, and dispose of the material. The requester will identify the smallest unit of issue acceptable or if unknown annotate "Order Smallest Unit of Issue" on the requisition request.

4.2.2. All Hill AFB organizations and tenants will ensure that contracts requiring hazardous material usage have a provision in the contract for the contractor to provide hazardous material usage data to the Hazardous Material Cell and that all hazard communication requirements are met as per paragraph 4.4.

4.2.3. Just-In-Time or Direct Deliveries. All just-in-time or direct deliveries of hazardous materials shall be processed through the supporting Hazardous Material Distribution Support Center. The Hazardous Material Distribution Support Center will record the issuance of the hazardous material in the tracking system and forward the documents to the Hazardous Material Cell. The organization accepting the delivery of hazardous material under a just-in-time or direct delivery contract is responsible to ensure the requirements of this instruction are met. If any deficiencies are noted the Hazardous Material Cell will be contacted for assistance.

4.3. Hazardous Material Accountability:

4.3.1. All hazardous material transactions must be recorded in the tracking system. The tracking system shall be utilized to ensure that individuals requesting materials are authorized.

4.3.2. Tracking System Failure Contingency. When the tracking system can not be accessed, the operator will record the time and nature of the failure as well as the hazardous material transaction data. The data necessary to complete a transfer/issue transaction will be maintained until the system is operational. The information will be input into the tracking system within three working days after the tracking system is accessible.

4.4. Hazardous Communications:

4.4.1. Material Safety Data Sheets (MSDS). The management of MSDSs is the responsibility of 75 AMDS/SGPB. MSDSs are maintained in the tracking system and in 75 AMDS/SGPB. Supervisors will not maintain files or notebooks containing MSDSs except by written authorization from 75 AMDS/SGPB. MSDSs must be updated whenever a national stock number (NSN) is provided by a different manufacturer; whenever a manufacturer changes the MSDS formulation; or whenever new information is added to the MSDS. The MSDS data is updated quarterly by the hazardous material Information Service.

4.4.2. Hazardous Material Hazard Warning Label. All hazardous material contracts shall include the requirement to provide a legible hazardous material warning label meeting the minimum requirements as specified by 29 CFR 1910.1200, including a list of hazardous ingredients, target organs affected, and target organ effects.

4.4.3. Worker Right-to-Know Guidebook. Each organization is required to maintain a Worker Right-To-Know Guidebook. The Guidebook will be readily accessible to workers during their work shift at their primary work site. Supervisors will ensure that assigned employees are familiar with the Worker Right-To-Know Guidebook, its location, and its contents. A detailed listing of the required contents is found in Attachment 2

4.5. Transporting Hazardous Material:

4.5.1. Hazardous material transported between buildings on Hill AFB will be managed to comply with Air Force and Department of Defense (DOD) regulations.

4.5.2. If the MSDS for a product is not available, the hazardous material will not be transported on Hill AFB. The only exception is for moving hazardous material from Central Receiving to the Hazardous Material Warehouse for safe storage until the MSDS is received.

4.5.3. Hazardous material transported between buildings on Hill AFB does not require the MSDS to be physically present with the material being shipped.

4.5.4. Hazardous material transported between buildings on Hill AFB does require a Hazardous Material Tracking Label to be affixed to the primary shipping containers.

4.5.5. Personnel handling/transporting hazardous material are required to have Hazard Communication Training and First Responders Awareness Training prior to performing assigned duties.

4.5.6. Hazardous material transported off Hill AFB will comply with all applicable Air Force, DOD, Department of Transportation, and state and local regulations.

4.6. Hazardous Material Storage:

4.6.1. Hazardous material storage in the work areas, storage rooms, outside storage areas, and in metal cabinets will comply with all OSHA, Environmental Protection (EPA), National Fire Protection Association (NFPA), Air Force, and DOD regulations.

4.6.2. Each hazardous material storage site is required to meet the provisions of the Hill AFB Spill Prevention, Control, and Countermeasures Plan.

4.6.3. Areas where hazardous material are stored or used are required to be kept free from accumulations of materials that create a hazard from tripping, fire, or explosion. Hazardous material storage will not block aisles or exits. Drums and other containers are required to be tightly sealed and not leaking.

4.6.4. Hazardous material inventory levels at each storage site will be provided to OO-ALC/EMP no later than the 20th of January each year.

4.7. Excess Hazardous Material Disposal:

4.7.1. Each organization generating excess hazardous material is responsible for funding all hazardous material disposal costs.

4.7.2. No organization will dispose of hazardous material that does not have an OSHA Hazard Communication Standard compliant label and its

MSDS attached. Hazardous material to be disposed of which does not meet this requirement must be disposed of as a hazardous waste.

4.7.3. Special attention shall be paid to shelf-life sensitive materials to ensure materials are utilized prior to shelf-life expiration. Shelf-life extensions will be requested through the Chemical Science Laboratory Branch OO-ALC/TIELC).

4.7.4. Containers of hazardous material which are considered as hazardous waste with any residue remaining shall not be placed in trash cans, dumpsters, or any other receptacle intended for non-hazardous solid waste. Contact OO-ALC/EMH for hazardous material disposal dispositions.

4.7.5. If an organization has unopened excess hazardous material, information on the quantity and type of material will be given to the Hazardous Material Cell so materials can be reutilized to the maximum extent possible. If reutilization is not possible, the excess hazardous material shall be processed for turn-in to the Defense Reutilization and Marketing Office (DRMO). See Attachment 3.

4.8. Hazardous Material Management Program Assessments. All organizations using hazardous material will perform an annual effectiveness assessment of their implementation and management of the requirements of this instruction, as it applies to their operations. The annual assessment will also include appropriate sections of the Environmental Compliance Assessment and Management Program (ECAMP), Volume 3, Hazardous Material Management. Record of the assessment and action plan for discrepancies will be maintained by the organization's Hazardous Material Manager. A copy of the annual program assessment will be provided to the Hazardous Material Steering Group for review within 30 days of completion. Base and Tenant Hazardous Material Managers will brief their findings to the Hazardous Material Working Group.

4.9. Environmental Impact Analysis Process. Some actions requiring the use of a hazardous material may trigger the requirement to process an AF Form 813, Request for Environmental Impact Analysis. Timely initiation of AF Form 813 will prevent delays in processing hazardous material requests at the Hazardous Material Cell.

4.10. Evaluating Hazardous Materials For Use in a Process:

4.10.1. Whenever hazardous material is considered for use in existing or new process, alternative processes and materials will be evaluated to eliminate or reduce the hazard potential. When materials or processes are recommended which are not prescribed by an existing Technical Orders (TO), the engineering and planning functions will take action to have the TO updated to reflect the new material and/or process. The organization will immediately notify the Hazardous Material Cell when a chemical is no longer needed or the amount required has changed.

4.10.2. The decision to use a hazardous material will be based on life-cycle economic analysis that includes trade-off decisions between the minimally acceptable performance requirements in the process, and minimizing of environmental and health risk. Life-cycle analysis includes such cost attributes as medical surveillance, sample collection and analysis, personal protective equipment requirements, engineering controls, worker training, new facility requirements, support equipment, hazardous waste disposal costs, procurement costs, and other appropriate cost considerations.

4.10.3. Engineering and Planning Functions will review new and existing TOs and processes which use occupational health and environmentally restricted hazardous material. The least haz-

ardous option which can be used in the least quantity will be established. Reviews are to document the methods and quantity of hazardous material application and process effluents.

STEPHEN P. CONDON, Major General, USAF
Commander

Attachment 1

GLOSSARY OF REFERENCES, ABBREVIATIONS, ACRONYMS AND TERMS

Terms

A1.1.— Bioenvironmental Engineering (75 AMDS/SGPB): Division of the Surgeon General's office on Hill AFB responsible for workforce occupational health, material safety data sheets and the PHOENIX database.

A1.2. — OO-ALC Form 493, Chemical/Hazardous Material Request: Hazardous material request form used to process all initial and license required (hazard code C) hazardous material requests.

A1.3.— Depot Maintenance Hazardous Material Management System (DM-HMMS): DM-HMMS is the currently designated hazardous material tracking system for Hill AFB. DM-HMMS is a computer software system designed to provide management a tool for complying with OSHA, EPA, and Air Force regulations.

A1.4.— Hazard Communication Standard: Public law established by OSHA in the 29 Code of Federal Regulation (CFR) 1910.1200, "Worker Right-To-Know Act". Hazard Communication Standard requires chemical manufacturers or importers to assess the hazards of chemicals which they produce or import and all employers to provide information to their employees about the hazardous chemicals to which they are exposed. This is accomplished by a written hazard communication program which includes labels and other forms of warning, material safety data sheets, and information and training.

A1.5.— Hazard Communication Standard Hazardous Material Warning Label: The Hazardous Communication Standard Hazardous Material Warning Label communicates the manufacturer, product identification, its hazardous ingredients, target organs affected by the hazardous ingredients, health hazard warnings, and precautions.

A1.6.— Hazardous Material: Any substance or material, in any quantity or form, that has the potential to harm human health or the environment, or pose physical hazards. Specific hazardous substance definitions may be found in OSHA 29 CFR 1910.1000, subpart Z, Toxic and Hazardous Substances; EPA 40 CFR Chapter 1, Table 302.4, Section 261.33, Section 302 of SARA Title III, or the EPA List of Lists. Hazardous federal stock class numbers and their definitions can be found by using Federal Standard 313, Table I and II, in lieu of specific information. Hazardous material is classified as follows:

- Class A--Not hazardous as per 29 CFR 1910.1000, subpart Z. Do not require tracking labels or tracking.
- Class B--Hazardous not requiring an 75 AMDS/SGPB License. The review of material and the subsequent assignment of this hazard class is considered the approval for usage. An OO-ALC Form 493 is only required for initial purchase of class B material.
- Class C--Hazardous requiring an 75 AMDS/SGPB License. These products have carcinogens, or suspect carcinogens in their ingredients list. Or, these products have special protective equipment requirements to prevent exposure.
- Targeted Chemicals--Environmental Management identifies chemicals for environmental restrictions.

A1.7. Hazardous Material Cell:—Single location where all hazardous material requisition, purchasing, and information management is located. The Hazardous Material Cell's goals are to reduce requisition processing time, reduce hazardous material acquisition costs, and ensure compliance with hazardous material management regulations.

A1.8.— Hazardous Material Dispensing Facility: Building 256 is the Hazardous Material Dispensing Facility. The Hazardous Material Dispensing Facility dispenses hazardous material from bulk quantities into process specified units of issue which are delivered to hazardous material distribution support centers (HDSC).

A1.9.— Hazardous Material Distribution Support Center: Location where the hazardous material inventory is physically managed and issued to users.

A1.10.— Hazardous Material Manager: A person designated by letter of appointment to implement and manage this instruction in their organization.

A1.11.— Hazardous Material Transaction: Any action which transfers accountability of a hazardous material from one organization/individual to another.

A1.12.— Hazardous Material Working Group: A total quality management forum where all offices and organizations having an interest in hazardous material management can discuss their concerns, elevate actions, and receive information and provide feedback.

A1.13.— Least Hazardous Material: The products selected for use in a process presenting the lowest risk as a measure of occupational and environmental exposures, and regulatory constraints meeting the minimum performance requirements of the process.

A1.14.— Material Safety Data Sheet (MSDS): A summary of technical, safety, health, and emergency response information provided by the product manufacturer or distributor. The MSDS also contains information about a product's hazards.

A1.15.— Promoting Healthy Occupational Environments Through Information eXchange(PHOENIX): The 75 AMDS/SGPB computer program which maintains records of potential and actual exposures for the Hill AFB workforce assigned 75 AMDS/SGPB potential exposure groups.

A1.16.— Physical hazard: Any chemical that is a combustible liquid, a compressed gas, explosive, flammable, an organic peroxide, an oxidizer, pyrophoric, unstable, reactive, or water reactive. All chemicals having physical hazards are included in this policy directive.

A1.17.— Pollution Prevention Division (OO-ALC/EMP): Division of the Environmental Management Directorate responsible for pollution prevention program development, management, and implementation.

A1.18.— Worker Training: Worker training is comprised of general hazard communication training and potential exposure group specific training. Public Health (75 AMDS/SGPM) manages the worker training program

- OSHA/Air Force and Hill AFB general hazard communication training informs the employee about the Hill AFB Hazard Communication Program. General hazard communication training is provided to all workers who may encounter or use hazardous material in their work.

- Potential exposure group specific training informs the employees about the specific hazards of their work. Potential exposure group specific training is required when an employee is initially assigned to a potential exposure group, moves to another potential exposure group, or whenever new hazards are introduced into the potential exposure group. Potential exposure group specific training is provided by the supervisor with the assistance of 75 AMDS/SGPM, or by employees who have completed the potential exposure group specific training, train the trainer course.

A1.19.— AF Form 813, Request for Environmental Impact Analysis; Decision of Proposed Action and Alternatives (DOPAA): Used to alert and involve others (employees, labor representatives, concerned citizens, Federal, state, and local agencies) of your need for a proposed action.

A1.20.— Worker Right-To-Know Guidebook: Contains regulations, procedures, and information necessary to support an effective Hazard Communication Program. See Attachment 2.

A1.21.— Potential Exposure Group: A potential exposure group is defined as a person, or a group of people who, as a result of their work, share a common set of potential or actual exposures to workplace hazards.

A1.22.— Potential exposure group Hazardous Material Issue Record: A report generated by 75 AMDS/SGPB PHOENIX (Promoting a Healthy Occupational Environment Through Information eXchange) database from issue transactions reported to 75 AMDS/SGPB by DM-HMMS hazardous material issue records. The report is the record of total issues credited to a potential exposure group for the current year. The potential exposure group hazardous material issue record is updated monthly for each potential exposure group.

Attachment 2**WORKER RIGHT-TO-KNOW GUIDEBOOK**

As a minimum the Worker Right-to-Know Guidebook will contain the following material:

- AFOSH Std 161-21, Hazard Communication, or a cross reference sheet identifying its location;
- Hill AFB Written Hazard Communication Program (75 AMDS/SGPB);
- A copy of this instruction;
- The 75 AMDS/SGPB approved respirator operating instruction for each potential exposure group in the organization using a respirator, or the unique Respirator operating instruction (OI) written for the potential exposure group. This paragraph applies only if respirators are used in the shop;
- Copy of the baseline and all 75 AMDS/SGPB Shop/Potential exposure group Surveys;
- Current hazardous material inventory record for each potential exposure group in the organization;
- Instructions for interpreting the Hazardous Material Tracking Label;
- Instructions for obtaining MSDSs in the organization;
- Procedures for reporting potentially hazardous conditions in the work area;
- Hazardous material spill procedures;
- Medical emergency reporting procedures;
- Emergency Action Plan (Evacuation Plan);
- Any other relevant worker safety/health information.

Attachment 3

EXCESS HAZARDOUS MATERIAL TURN-IN REQUIREMENTS

A3.1. Obtain a current Material Safety Data Sheet (MSDS) and ensure all containers have a proper OSHA Compliant Hazardous Material Warning Labels.

A3.2. Prepare DD Form 1348-1 (6-Part) with all required information. Include the MILSBILLS Funds Code of 30 in Columns 52 and 53 and billing DODAAC of FN 2029 in Block 12. Have Transportation certify hazardous material is properly packaged for shipment.

A3.3. Call DRMO and arrange a pre-inspection of the items to be turned-in. Items are pre-inspected on Thursdays. Ensure that the inspector signs block 7 of the DD Form 1348-1.

A3.4. Arrange for transportation of the hazardous material to DRMO.